

October 7, 2008

Dear Business Owner:

Subject: New Brian Head Town Business Ordinance Now in Effect

Dear Business Owner:

On August 26, 2008, the Town Council adopted a new Business License Ordinance that affects all businesses doing business within the Town of Brian Head.

What does this mean to you? Listed below are some of the highlights from the new Ordinance:

1. **RESPONSIBILITY:** It is the business owners' responsibility to review and know how the new Business License Ordinance affects their individual businesses.
2. **RENEWAL DATES:** Your business license will now be effective from October 1st through September 30th of the following year. As for your existing license, it will be valid until December 31st, but when you renew, the new license will expire September 30, 2009.
3. **FEES:**
 - New Application: \$80.00.
 - Renewal Application: \$40.00.
 - Door-to-Door Solicitation Employee Permit: \$10.00. (per employee)
 - Businesses operating without a license will be assessed triple the fee.
 - For a complete list of the fees please visit our website @ www.brianheadtown.utah.gov.
4. **SEPARATE PHYSICAL LOCATIONS:** A business license is required for each physical location of a business. Even if your business has the same name, but separate locations, a license will be required for each location.
5. **INSPECTIONS:**
 - **Fire Inspections:** All new applications and those conducting nightly rentals will be subject to a fire inspection for compliance with Town and State Code.
 - **Building Inspections:** All new businesses or if there is a change in use will require an inspection by the Town's Building Department.
 - **All Inspections** are assessed a \$50.00 fee.
6. **REGULATIONS OF SPECIFIC BUSINESSES:** There are regulations for the following businesses: Contractors, Street Vendors and Mobile Food Vendors, Nightly Rentals, Restaurants, Residential Garage Sales, Child Care Services. Please refer to Chapter 2, Section 3-2-1-18 (Regulation of Specific Businesses).
7. **SPECIAL EVENTS:** There is a Special Events chapter that addresses Special Events held within the Town of Brian Head. You can review Chapter 3, Special Events Licensing on our website at www.brianheadtown.utah.gov.

We encourage you to review the three chapters of the Business License Ordinance in order to become familiar with the changes. We have copies available at the Town offices, or the Ordinance can be viewed on the Town's website: www.brianheadtown.utah.gov .

Enclosed you will find an application for renewal. We are asking that businesses submit the application by October 01, 2008, instead of waiting until December 31st, when the majority of businesses are busy.

Enclosed are the following documents:

- Business License Application
- Contact information sheet
- Brian Head Retail Business License Fee Packet
- Fire Inspection Guidelines

We appreciate your cooperation in this matter. If you have any questions or should need additional information, please do not hesitate to contact myself.

Respectfully,
Brian Head Town

Nancy Leigh
Business License Officer

Enclosures

Pc: file

*Note: See Chapter 2, Business Licensing in General, Section 3-2-1-25, Fee Payments, Renewals and Penalty. Will be applied as a 30 day, 60 day, and 90 day late penalty for those licenses expiring on December 31, 2008.